

# Incident Command System (ICS) Train-the-Trainer (L-449)

Spokane, WA – June 3-6, 2014



## COURSE GOAL

This course is intended to prepare participants to deliver FEMA's ICS 100, 200, 300, 400, and 402 courses.

## COURSE OBJECTIVE

To receive credit for the course, participants must do the following:

- Participate in all course activities and presentations
- Score 80% or better on all written tests

## TARGET AUDIENCE

All participants should have verifiable experience in adult education/instruction. Participants who have a working knowledge of ICS through experience and training, and have experience delivering adult training. Participants must have worked as an Incident Commander, command or general staff positions on incidents, planned events or exercises that were active for multiple operational periods or involved a written action plan and involved multiagency coordination.

**REQUIRED PREREQUISITES to attend this course are listed on the next page.**

## Spokane, WA

**Date:** June 3-6, 2014

**Time:** 8:00 am – 5:00 pm (each day)

**Cost:** Free to confirmed applicants

## Registration Process

1. Federal Student Identification (SID) is required for each student. To get a SID go to: <https://cdp.dhs.gov/femasid>
2. Download and complete the Dept. of Homeland Security, FEMA General Admission Application at: <http://www.emd.wa.gov/training/documents/EMIExpires08312013.pdf>
3. Submit completed application and all prerequisite materials to the State Training Officer at:  
Fax: 253-512-7206 or  
Email: [EMD.Training@mil.wa.gov](mailto:EMD.Training@mil.wa.gov)
4. Applicants will receive a confirmation message 4 weeks prior to the course.

**Questions?** Contact Mike Davenport at 253-512-7056 or [michael.davenport@mil.wa.gov](mailto:michael.davenport@mil.wa.gov)



WA Military Department  
Emergency Management Division  
State Training Program  
20 Aviation Drive  
Camp Murray, WA 98430-5011

# Course Prerequisites

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### Prerequisites – L449 ICS Train-the-Trainer

In accordance with the [WA State ICS Training Policy](#).

**Use this as a checklist to ensure that all materials are included with your application submission. Only applicants fulfilling all prerequisites are considered for the course.**

#### ☐ **ICS Training**

Copies of certificates of completion of IS-100.b, IS-200.b, IS-700, IS-800.b, ICS-300, and ICS-400.

#### ☐ **ICS Experience**

Documentation demonstrating that the applicant served in a mid-level incident management position within five years in real-world incidents, planned events, or accredited exercises that required a written Incident Action Plan (IAP) or encompassed more than one operational period. This can be in a narrative document citing the positions worked, incidents/exercises and dates, your involvement in the preparation of the IAP, and your experience/qualifications as an instructor. This documentation does not need to be complex nor require a resume or curriculum vita, as long as the pertinent information is included.

WA Emergency Management Division expects the local jurisdiction to ensure that each instructor possess recognized qualifications in techniques of instruction and adult education methodologies.

#### ☐ **Sponsorship by Local Department of Emergency Management (DEM)**

To support counties, tribes, and local jurisdictions, EMD requires a letter of sponsorship from the local DEM to ensure that jurisdictions are selecting instructors they choose to support. EMD will recognize endorsement by any region, county, city, or tribe that holds statutory responsibility for jurisdictional emergency management under RCW 38.52.

The sponsorship letter should be on agency letterhead and signed by the agency director. Its purpose is to describe the jurisdiction's need for the individual to be a certified ICS instructor and as an endorsement of the instructor for their jurisdiction.

This course is instructed by   
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